



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
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JAMES V. PERDUE
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Personnel Specialist III **NUMBER:** 16-08
JOB CODE: H3000 **DATE:** 02/19/2016
SALARY RANGE: 75 (\$41,258.40 - \$62,529.60) **PCQ#:** 8812370
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

MINIMUM QUALIFICATIONS: Bachelor's degree in human resource management, business administration, public administration or a related field **OR** currently working as a Personnel Specialist II or a Personnel Assistant III having completed a working test period for that class. Considerable experience (36 months or more) in professional personnel management. Must also have experience (12 months or more) in a supervisory or administrative capacity.

KIND OF WORK: This is specialized administrative work assisting in the direction of human resource management activities. The employee in this position will provide administrative and technical assistance for a variety of daily human resources activities such as coordinating the performance appraisal and personnel transaction processes and supervising employees performing the technical aspects of these processes; assisting with recruitment, selection, and placement; assisting with the provision of technical assistance to facility personnel staff; and other activities that ensure effective coordination of human resources services.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Federal and state Laws, rules, and regulations pertaining to human resource management. Knowledge of State Personnel policies, rules, and regulations. Knowledge of Federal rules and guidelines relating to recruitment, selection, and placement. Knowledge of interviewing and counseling techniques. Ability to plan, organize, direct, and evaluate the work of others. Ability to read and interpret various federal and state guidelines and regulations. Ability to communicate effectively both orally and in writing. Ability to oversee, supervise, and/or coordinate various HR activities and functions. Ability to work independently. Ability to gather, correlate, and analyze facts and recommend solutions. Ability to meet, interact, and effectively work with supervisors, associates, division heads, employees, state and local officials, and the general public.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: UNTIL FILLED